

Church of the Larger Fellowship (CLF)
Board of Directors
October 12, 2007

MINUTES

Present: Denny Davidoff, chair, Arnold Bradburd, Lois Reborne, Abhi Janamanchi, Frank Wells, Maureen Killoran, John Crestwell, Fred Wooden, Mark Gibbons, Lynda Bluestein, Jonathan Craig (representing the CYF Steering Committee)

Staff: Jane Rzepka, Lorraine Dennis, Dan Kane, Lisa Kielt

Unable to attend: Laura Jones, Lucia Santini Field

I. Opening Words – Fred Wooden

II. Minutes – Frank Wells

Minutes from the March 2007 meeting were approved unanimously (Lynda/Maureen).

III. Staff Reports

The Rev. Patty Franz gave the board a report on the CLF Prison Ministry. There are about 350 prisoners who belong to the CLF and the letter writing ministry is going strong with a long waiting list of prisoners. Patty is now offering correspondence courses, a New UU class and a World Religions class, which are very popular. She hopes to introduce two more courses this fall and winter.

Jane reported on the CLF's online courses and read a list of courses that are being offered and will be offered through the winter. These generate revenue for the CLF and have become very popular.

Jane also notified the board that she will be taking a sabbatical in the fall of 2008.

Lorraine reported that the staff is doing well. We have had a long transition since Donna Dudley, fiscal administrator, left in the spring. The long-term temp worked for four months, and now Cindy Salloway has been with us since July.

Lorraine also gave the board details on two grants submitted to the UU Funding Program for the September 15, 2007 deadline. One, to the Fund for Social Responsibility, is for the Prison Ministry for \$16,700 and would fund an increase in Patty's hours, as well as some project management time, and copying/ mailing costs for correspondence courses.

The other grant is to the Fund for Unitarian Universalism, for \$16,700, to adapt the CLF's online New UU class and make it available to congregations for use on their websites. We would provide content and assist congregations in putting their content up on the course so that the courses would be customized for each congregation. Then we would supply technical assistance until someone is trained to run the course – a minister or key volunteer. Eventually, we would sell the course and technical support to congregations.

Both panels meet in November, so we should know about the grants before December 2007. The suggestion was made that we could apply for a Now Is The Time grant from the UUA, since they will be giving grants for growth.

Lorraine will email copies of both grants to board members and will send copies of future grants to board members as well.

IV. Fundraising Report – Frank Wells, Lisa Kielt

Lisa shared an appeal analysis that shows great participation in the annual giving and in the spring solicitation. We anticipate that we will meet budget on the Member Contributions budget item, and with the great results from the spring solicitation, we project a total contributions number at the year end of \$291,068.00. Lisa also shared the appeal schedule for the rest of 2007 and for 2008. Lisa will also be working with board members on Major Gifts and we have built a \$20,000 projection in to the 2008 budget for Major Gifts.

Lynda suggested that we use online appeals and was pleased that the average gift for online donations was higher than the ones mailed to the office. We will continue to send individual letters of acknowledgement to donors through the regular mail. Since our present email technology is dependent on the UUA's database, we are working with the Data Services dept. to explore using another module that would assist with online giving.

A board member suggested that we create stakeholders by targeting programs such as the Prison Ministry in our appeals.

Frank then asked each board member and staff person to make their 2008 pledge, with a goal of \$20,000 for the board. Lorraine collected the cards and later reported a total so far of \$17,550 with two more board members still to complete their pledges.

V. Finance Report – Arnold Bradburd

Brad presented three motions to the board for consideration:

Motion: That all people handling or moving CLF money be bonded.
(Brad/Frank)

Motion: That named endowment contributions must be a minimum gift of \$25,000. (Brad/Frank)

Motion: That the planned endowment draw calculation be changed from a rolling 12-quarters to a rolling 13-quarter average. (Brad/Lynda)

All three motions were passed unanimously.

Brad will be working with Lorraine and Cindy to create a working balance sheet that can be presented to the board. He suggests a clarified accounting system – all cash or all accrual – and will be working with Lorraine on that. Eventually, he would like to

see a cash flow statement available to him. He gave Lorraine a document with Good Governance practices for 502(c)3 Organizations.

Brad asked that he, Frank, Lucia, and Denny receive monthly operating statements.

It was suggested that we build some money into every budget for a Sabbatical Reserve for both Jane's and Lorraine's sabbatical. There is \$3,000 in the 2008 budget to help pay for additional pastoral care during Jane's sabbatical. We will not have an intern next year because of the sabbatical.

Motion: To empower the Executive Committee to vote the final 2008 budget. (Brad/Lynda) Motion passed unanimously.

Brad reported, since Lucia was unable to be with us, that our investments total \$2.2 million. They are all in safe hands. Brad and Lucia will work together to properly manage the investments for the best return. The Investments Committee will inform the board on any reallocation.

VI. General Assembly Report – Lorraine

Lorraine referred to the GA report sent to the board in July and attached to these minutes. We had a very successful GA, with lots of traffic at the booth, jewelry sales, membership applications, donations, attendance at the CLF worship, and donations for the Sources Cantata.

Lynda Bluestein told the board the Sources, a UU Cantata, will be the centerpiece of the GA Opening Ceremony in Fort Lauderdale. **She strongly suggests that we apply to the GA Planning Committee for a CLF Workshop slot to be used to inform people about the CLF. We should ask for the #10 slot on Saturday for our worship at GA 2008 since there is no all-GA worship scheduled for that day. It was suggested that we create a directional sign from the CLF booth to other key booths – so that people at GA will see us as a gathering place in the exhibit hall.**

VII. Church of the Younger Fellowship (CYF) – Jonathan Craig

The board welcomed Jonathan Craig as the CYF Steering Committee representative at the meeting. Jonnie did a tour of the CYF website and talked about the features it presently has and plans to redesign the website to make it easier to navigate. They anticipate the new web design will be finished in November 2007. Since the UUA Young Adult and Campus Ministry Dept. and CUUYAN (the young adult group that has run OPUS and CONCENTRIC) are restructuring, the CYF is seen as a primary place for young adults to find Unitarian Universalism. The CYF sees this as an opportunity for growth. CYF/CLF relationship is close, and the CYF wants to have an even closer relationship to the CLF in the future. The CYF plans to focus on collecting pledges and donations in the next months.

Here is the plan for the CYF:

1. Website redesign
2. Invite members back
3. Start canvassing members
4. Income will go up

The CYF Steering Committee would like the CLF Board to consider paying for a staff person to manage administration for the CYF. It would require about \$4,000 to pay for a staff person to perform duties such as meeting organization and GA prep. The CYF Steering Committee believes that in order to move to the next level, a staff person is necessary.

There was concern on the part of board members and staff that the CYF has only 82 members making donations, out of a membership of 540. There are pledges totaling nearly \$11,000, and now that CYF has all the information about CYF donations from the CLF office, they will be able to collect on those pledges. The CYF anticipates balancing its budget this year, but revenue and expenses have been cut by about \$4,000, and the \$5,000 grant from the UUA ends in 2007. There was concern on the board about the CYF making all efforts to get more donations from members.

Frank Wells told the board that Lisa has offered to spend a few hours working with the CYF to assist in the creation of a plan for raising funds – both collection of pledges and getting more participation from CYF members.

The CLF staff believes that the CYF must create a culture of generosity in the CYF and become self-supporting to ensure its future stability. The CYF may need to do a membership purge since there are many CYF members who have never signed on to the website after joining. The CYF believes that the website redesign will encourage those members to re-engage, but only time will tell if that is accurate.

Jonathan then asked about whether the CLF Board would be taking up the Memorandum of Understanding (MOU) between the CLF Board and the CYF Steering Committee. Unfortunately, the staff comments were not included in the MOU that was circulated by the CYF Facilitator, and the MOU that was emailed to the board on October 9th was received too late for reading before the board meeting.

Motion: The CLF Board empowers the Executive Committee to discuss and approve the CYF/CLF Memorandum of Understanding. (Lois/Fred) The motion passed unanimously.

Motion: That the CLF Board transfer \$4,000 from investments into line 4200B (Special transfers from investments) without adding to fundraising requirements to fund a CYF staff person. (Maureen/Abhi)

After much discussion, the motion did not pass.

VIII. Board Communications Committee – Lois Reborne

Lois reported that the Board Communications Committee met earlier in the day and proposes that during the spring board meeting, we hold a one hour live chat or phone call as part of the meeting. Members could call/post and talk with board members live. There was enthusiastic support for the idea. **Mark Gibbons will facilitate the technical part of the plan.**

TASK LIST

Abhi – on the Communications Committee; will assist with open meeting at the spring board meeting

Lois – also will work on the open meeting and will call a telephone meeting of the Communications Committee before the spring.

Brad - learning the business aspects and will encourage the best fiduciary practices for the CLF. Will be in contact with Frank and Lucia and Denny as the Finance Committee.

Lynda – serves on the Fundraising Committee. Will create an outline of best practices and content for online giving. will provide links to the best online giving congregation websites. She encourages the use of current language – Annual Giving. She will be available for advice for GA.

Mark – on Board Communications Committee. Will assist in getting access to the open meeting software. Will think about board website presence.

Fred – serves on the Board Communications Committee.

John - Will hold CLF/CYF accountable for our AR/AO work. Will work with CYF and CLF on fundraising and recruiting.

Maureen – serves on Fundraising Committee.

Frank – Chairs the Fundraising Committee. Will work with Lisa and with the CYF on fundraising. Will work with the Exec Committee on MOU and Budget. Will reflect on the work we did with Rosemary and Charlie on AR/AO.

Denny – manage business with the Exec Committee. Arrange for AR/AO for next meeting.

Process Observation – Lynda Bluestein

Our usual check-in was missed – we should make that a priority next meeting.

Wearing nametags is an accessibility issue. Please wear nametags for the whole meeting.

We should be greening our meetings – no more bottled water, please.

Sometimes we lost our focus and there were side conversations that were distracting.

Re AR/AO – we should always be mindful and sensitive to these issues.

Staff reports were interesting and very much appreciated that they took exactly as much time as was allotted.

The meeting was a little loose; there was a lot of wisecracking.

A few times we caught ourselves working issues and realized that some needed to be dealt with later. That was good.

Managing committee reports could be better – read, then ask clarifying questions.

We should remember and revisit our board covenant.

Board members must be prepared for the meeting – read materials distributed beforehand.

Motion: to Adjourn at 3:55 PM (John/Lois) Passed unanimously

Attachment One to the Minutes of October 12, 2007 Board of Directors meeting:

GA Report from the staff (July):

GA 2007 in Portland was great fun and very profitable for the CLF. We had excellent exposure and did very well financially. We missed all of you who couldn't be there, but we'll try to share the excitement here.

On Wednesday, the **CLF Ingathering** was well-attended with 60 people there, including a visit from Gini Courter. We had the Annual Meeting at the ingathering and that worked very well. Denny invited everyone in the room to share their names and where they lived. While we were listening, one member told us tearfully that she had met a member of her online covenant group and they were so happy to see each other in person. The staff love these GA opportunities to meet people face-to-face, too. We had refreshments and gave away a few door prizes, then left enough time for people to talk and get to know each other.

Friday night, the CLF was recognized at a reception by the Young Adult and Campus Ministry Office of the UUA as an **Anchor Congregation**. Jane was there to accept this designation as a church that is welcoming to young adults. Later that evening, at the Bridging Ceremony, the CYF received the **Donna DiSciullo Award** for providing ministry to young adults. Jane and Kimberlee Tomczak, CYF Steering Committee Facilitator, accepted the award on behalf of the CLF and the CYF. It was quite a moment when Kimberlee invited CYF members up on the stage to accept the award with her.

The **CLF worship service** on Sunday morning was great and so well-attended that we had to turn away many people from the door. Some GA attendees estimated that up to 200 more people wanted to attend, but couldn't get in the room. We'll be giving that feedback to the GA folks. Jane preached with Patrick O'Neill, the interns-present and future-did readings, as did Lynn Ungar, and Kimberlee Tomczak brought greetings from the CYF. Denny welcomed the congregation with her usual charm and asked them to consider making a pledge to support the work of the CLF (which resulted in about \$2,000 in pledges and donations that day). Many thanks to board members who helped usher and manage the crowds. We think we'll get some nice big, obvious baskets to collect the pledge cards next year. It was a little crazy as people were leaving.

You can take a look at streaming video of the CLF Worship and the Bridging Ceremony at <http://clf.uua.org/gatherings/GA2007.html>. The text of the service is there to read and are also a few photos.

We were so happy to receive at GA the final **three sponsorships for the UU Cantata, The Sources**. Some of you will remember that we received a grant from the UU Funding Program in the spring of 2006 to pay part of the costs of this important musical work, composed by the Rev. Jason Shelton and written by the Rev. Kendyll Gibbons. The CLF administers the Cantata and will house the printed scores and distribute them for loan to UU congregations who want to present the cantata. The UU Musicians Network will present *The Sources* in concert in Clearwater, Florida this summer with 250 voices.

And finally, the **booth**. We had a great location in the exhibit hall. We were in the middle of the hall, but when people entered the door to the exhibit hall, our lighted 'CLF' sign seemed to beckon to them. It was really great!

Financially, we did very well indeed, thanks to the extraordinary efforts of the staff (Iris, Beth, Patty, and Lorraine) and to our excellent volunteers. Twelve of 22 delegates were able to volunteer in the booth and they all did a great job. Their GA reports are coming in and they are fun to read. We're planning to use some excerpts of the reports in Quest next spring. Our retail sales are always a big draw, and this year Patty's presence in the booth to talk about the Prison Ministry was also very important in drawing people in. You will see by the numbers that we received more membership revenue than ever this GA. We have 8 new members through the booth and seven new members via the worship service pledge cards – all with

donations. We have also had a busier July in membership than in other years. We're thinking that GA probably generated more interest in the CLF after people got home, too.

Here are the numbers:

Jewelry total	\$ 7,940.56
Church on Loan	\$ 290.00
Members	\$ 3,220.00
Misc. sales (books,RE,posters)	\$ 360.90
Notecards, OSC	\$ 681.50
Pledges/donations from worship service	\$ 2,013.00
Total	\$14,505.06
Cantata gifts	\$ 1,500.00
Total total	\$16,005.06

These numbers may change slightly as more GA donations come in via the mail.

Many thanks to Lynda Bluestein, whose help in securing a place for the CLF Ingathering, her design ideas for repurposing some of our jewelry inventory, and her suggestion tha we request pledges during our worship, all had an impact on our success.

Let us know if you have any questions,

Lorraine and Jane